

AGENDA
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
SEPTEMBER 28, 2023
5:00 PM

- I. Call to Order and Pledge of Allegiance
- II. Conflict of Interest
- III. Approval of Minutes July 20, 2023
- IV. Introductions and Recognitions
- V. Chair's Report
- VI. President's Report
- VII. Committee Reports
 - A. Facilities & Equipment Committee
 - B. Finance Committee
 - C. Administrative & Personnel Committee
- VIII. Other Reports
 - A. SGA Report
 - B. Faculty Association Report
 - C. Foundation Report
- IX. Announcements
- X. Date of Next Meeting – November 15, 2023



North Carolina State Ethics Commission

ETHICS AWARENESS & CONFLICT OF INTEREST REMINDER

(to be read by the Chair or his or her designee at the beginning of each meeting¹)

In accordance with the State Government Ethics Act, it is the duty of every [Board] member to avoid both conflicts of interest and appearances of conflict.

Does any [Board] member have any known conflict of interest or appearance of conflict with respect to any matters coming before the [Board] today?

If so, please identify the conflict or appearance of conflict and refrain from any undue participation² in the particular matter involved.

¹ N.C.G.S § 138A-15 (e): "At the beginning of any meeting of a board, the chair shall remind all members of their duty to avoid conflicts of interest under this Chapter. The chair also shall inquire as to whether there is any known conflict of interest with respect to any matters coming before the board at that time."

² "A public servant shall take appropriate steps, under the particular circumstances and considering the type of proceeding involved, to remove himself or herself to the extent necessary, to protect the public interest and comply with this Chapter, from any proceedings in which the public servant's impartiality might reasonably be questioned due to the public servant's familial, personal, or financial relationship with a participant in the proceeding." See N.C.G.S § 138A-36 (c). If necessary, the Chairman or individual member involved should consult with his ethics liaison, legal counsel, or State Ethics Commission to help determine the appropriate response in a given situation.

MINUTES

**FOR MINUTES
CAPE FEAR COMMUNITY COLLEGE
BOARD OF TRUSTEES
JULY 20, 2023
5:00 PM**

Following proper public notifications on July 17, 2023, and a determination that a quorum was present, the Cape Fear Community College Board of Trustees met in regular session on Thursday, July 20, 2023, at 5:00 pm in the Board Room of the Union Station Building. Mr. Bill Cherry, Chair, presided.

Trustees present were: Mr. Bill Cherry, Chair; Mr. Jonathan Barfield; Mr. Robby Collins; Mr. A.D. “Zander” Guy; Ms. Deborah Maxwell; Mr. Jason McLeod; Mr. Bruce Moskowitz; Ms. Deloris Rhodes; Ms. Paula Sewell; Mr. Bruce Shell; Dr. Marc Sosne; Mr. Lanny Wilson and Ms. Cara Allen, SGA President. Trustees not present: Mr. Bill Rivenbark.

Employees present were: Mr. James Morton, President; Ms. Christina Greene, Vice President of Business Services; Ms. Michelle Lee, Chief of Staff and Board Liaison; Mr. Brandon Guthrie, Vice President of Academic Affairs; Ms. Sonya Johnson, Vice President of Marketing and Community Relations; Ms. Sabrina Terry, Vice President of Student Services; Mr. David Kanoy, Executive Director of Capital Projects and Facilities; Ms. Anne Smith, Vice President of Human Resources and College Safety; Mr. Shane Fernando, Vice President of Advancement and the Arts; Mr. John Downing, Vice President of Economic and Workforce Development; Dr. Michael Cobb, Vice President of Institutional Effectiveness, Planning and Compliance; Mr. Jakim Friant, Executive Director of Information Technology Services; Ms. Susan Porter, Sr. Executive Assistant President’s Office; Ms. Jennifer Edwards, Sr. Executive Assistant President’s Office and Vice President of Economic and Workforce Development; Mr. Robert Carter, Manager Technical Support and Client Services; Ms. Debi Causey, Event and Meeting Manager; Mr. Shawn Breedlove, Event and Meeting Manager; Mr. Antonio Arteaga-Paredes, Media Specialist; Ms. Christina Hallingse, Director of Media Relations; Ms. Lynn Sylvia, Director, Safety and Training; Mr. Tim Fuss, Law Enforcement and Criminal Justice Program Director; and other employees (see below).

Others present were: Mr. Ken Gray, Attorney, Ward and Smith
Mr. Benjamin Schachtman, Reporter, WHQR

The meeting was opened with The Pledge of Allegiance to the US Flag.

CONFLICT OF INTEREST

Mr. Cherry read the conflict of interest statement issued by the North Carolina Board of Ethics reminding trustees to declare any conflict of interest or appearance of conflict with respect to any matters coming before the Board on this date and refrain from any undue participation in the particular matter involved.

OATH OF OFFICE FOR REAPPOINTED TRUSTEES

Mr. Cherry and Ms. Sewell were administered the oath of office by Ms. Lee.

MINUTES

A MOTION was made by Mr. McLeod and seconded by Mr. Barfield to approve the May 18, 2023 minutes as presented. Motion carried unanimously.

RECOGNITIONS AND INTRODUCTIONS

New Hires

Ms. Anne Smith introduced new employee Mr. Shawn Breedlove, Event and Meeting Manager.

Retirees

President Morton presented plaques to Ms. Donna Collentine and Ms. Claudina McLiverty in honor of their retirement. Mr. Morton thanked both Donna and Claudina for their invaluable service to Cape Fear Community College and wished them well in their retirement.

CHAIR'S REPORT

Mr. Cherry reviewed the following report.

Reappointments

Congratulations to Ms. Paula Sewell who was reappointed by Governor Roy Cooper. Ms. Sewell will serve from 2023-2027.

Mr. Bill Cherry thanked the New Hanover County Commissioners for his reappointment to the CFCC Board of Trustees. Mr. Cherry will serve from 2023-2027.

Graduation

Summer Graduation will be held 9:00 am, Friday, August 4, 2023, at the Wilson Center. Additional details will be forthcoming.

Trustee Tour

A tour was held for Trustees on June 12. The tour encompassed the Downtown & North campuses. Mr. Guy stated that he was very impressed with the tour that encompassed many areas of the College. In addition, he would like for anyone who does not know about the wonderful programs and the positive things that are going on at the College to take a tour.

President's Goals

A MOTION was made by Mr. Barfield and seconded by Mr. Collins to approve the President's Goals for 2023-2024 as presented. Motion carried unanimously.

The goals for 2023-2024 for President Morton are as follows:

Goals

I. Goal: Improve Student Enrollment

Objectives:

- i. Enhance recruiting efforts
- ii. Improve relationships with middle schools, high schools and universities

- iii. Increase and expand program/course offerings
- II. **Goal: Improve Student Success**
Objectives:
 - i. Improve Student Wraparound Services
 - ii. Build student support through business relationships and partnerships
 - iii. Increase scholarship funding
- III. **Goal: Improve Partnerships with Business and Industry**
Objectives:
 - i. Collaborate to determine training needs
 - ii. Create more program partnerships
 - iii. Create more apprenticeship opportunities
- IV. **Goal: Diversity**
 - i. Improve Recruiting Initiatives
 - ii. Address Enrollment Barriers
 - iii. Improve Community Engagement/Partnerships

PRESIDENT'S REPORT

President Morton reviewed the following report.

Wilmington Biz Power Breakfast

Attended the Wilmington Biz Power Breakfast and served on a panel with other community leaders during the quarterly gathering on June 29. The discussion focused on the demand for healthcare in our region and plans to expand the workforce, facilities, and availability of health care in our community.

CFCC Career Academy

Career Academy camps are once again being offered to select area middle schools that are traditionally underserved. The camps are being held July 10-21 and July 24 – August 4. Approximately 300 students will participate in hands on projects in various programs at the North and Downtown campuses. This program is free for participating students through a legislative grant pioneered by state Senator, Michael Lee.

EdNC's Perspectives Article

Wrote an article for EdNC.org on CFCC's Career Academy summer camps. The published article, titled, "Perspective - Unlocking futures: Empowering middle schoolers through career exploration" highlights how learning by career exploration is one of the easiest and most effective ways to introduce students to potential career pathways.

Pathway Home 2 Grant

Since its inception, Pathway Home 2 is a grant funded through the Department of Labor designed to assist with the reduction of the recidivism rate and assist individuals with the attainment of credentials. Currently, we serve 216 participants. The state average rate of recidivism is 49% while our current rate is 16% which matches our goal. A program audit, reviewing our financial practices with the grant was completed June 20 - July 3 without any findings.

Resume Lab

The Resume Lab is a new service offered by CFCC designed to assist everyone in the community, free of charge, to update and craft professional and impactful resumes, empowering them to excel in their careers. The lab also provides one-on-one assistance with job research and cover letters. Individuals receiving services from the Resume Lab have the chance to learn more about CFCC programs and career transition and development opportunities.

Student-Athlete Graduates

CFCC's Spring Commencement had the largest graduating class of student-athletes in program history. Thirty-three students walked across the stage on May 12, representing 89 percent graduation rate of athletic graduates.

N3CSDPA Summer 2023 Conference

CFCC hosted the North Carolina Community College Student Development Personnel Association (N3CSDPA) Summer Conference June 22-23. The organization serves as a resource and support to entry and mid-level Student Services personnel from across the 58 community colleges (admissions, counselors, advisors, recruiters, disability services, etc.) in the state. Sabrina Terry, CFCC's VP of Student Services, serves as the President.

BLET and Electrical Line Worker Graduations

The BLET and Electrical Line Worker programs held graduation ceremonies in June. The BLET program graduated 48 students and the Electrical Line Worker program had 43 graduates.

2023 Collegewide Planning Retreat

CFCC held its annual collegewide Planning Retreat June 22. The main focus was for faculty and staff from all areas of CFCC to gather and provide input for the College's next Strategic Plan. Areas of discussion were Career and Technical programs, Continuing Education and Workforce Development, Health and Human Services programs, University Transfer program, Student Services, and the Business Office.

Small Business Summit

CFCC's Small Business Center hosted its inaugural Small Business Summit May 20 which included a market fair, free professional headshots for all small business owners and a full day of workshops. This one-day event aimed at empowering local entrepreneurs and small business owners. There was a strong turnout with 50 vendors and 162 attendees.

Nixon Leaders Center Event

CFCC's Nixon Leaders Center hosted an event on June 19 featuring guest speaker, Sonya Patrick. Ms. Patrick shared her powerful insights and experiences with the CFCC community to highlight the significance of Juneteenth.

CFCC and Food Bank of Central & Eastern North Carolina Partnership

CFCC and the Food Bank of Central & Eastern North Carolina are partnering to offer eight individuals a scholarship to participate in a ten-week Culinary Fundamentals course. The scholarship covers the full cost of all registrations and fees, uniform, and knife kit. Participants

also receive a weekly stipend of \$200 and a food box containing fresh produce and shelf-stable non-perishables. This partnership seeks to provide individuals who are unemployed, under-employed, justice-involved, and/or food insecure with an opportunity to learn fundamental skills and techniques needed to have a successful career in the food industry.

Launch of Upward Bound Program

The CFCC Upward Bound program is designed specifically for motivated Pender High School and Heide Trask High School students who demonstrate the potential for success but may face economic and social barriers to pursuing higher education. Eligible students must demonstrate a financial need or be a first-generation-to-college student. This initiative aims to provide students with the necessary tools, resources, and support to excel academically and pursue higher education opportunities.

Construction Academy

CFCC is offering a 10-week course designed to provide students a comprehensive understanding of the construction industry and equip them with the skills needed to succeed. The academy runs from June 19 to August 30.

Summer Camps

First Responder Academy

First Responder Academy, provided by our Public Safety department, is a new program available for students ages 13-16 and will be held July 19-22 at North Campus. Throughout the week, campers will gain experience with EMS, Fire Safety, and Law Enforcement Training.

Movie-Making Camp

CFCC's Film & Video department hosted Movie-Making Camp which was held June 26-28 for students ages 13-16. This summer career exploration camp taught the process of movie-making from original concept to an edited short film.

Chemical Technology Camp

The Chemical Technology program hosted local area high school and college students for its annual CT camp June 19-23. Students participated in a daily lecture on how chemistry connects to their everyday lives, covering topics ranging from drinking water to cosmetics; they then carried out their own lab experiments using CFCC's industry standard equipment not available to many local area high schools. They learned about the wide variety of opportunities in STEM fields while practicing real-world science.

Mental Health First Aid Training

CFCC's Student Services division completed a comprehensive Mental Health First Aid training conducted by several staff members in our Counseling department who are certified Mental Health First Aid Instructors. This initiative is part of CFCC's ongoing commitment to its student population's well-being and mental health. So far over 100 individuals have been certified to respond to mental health crises. Beginning on July 1, this training is being offered for all faculty, staff, and students in an on-going capacity.

NC Blueberry Festival

CFCC had an extremely high-level of interest at the NC Blueberry Festival in Burgaw June 16-17. Over 20 staff and faculty volunteered for 13 hours of the festival which garnered over 40,000 attendees. Team members included faculty from multiple CTE programs, EWD staff, and Student Services staff. Representatives engaged with the public about our programs and services and collected interest cards from prospective students and parents.

CFCC Nurse Aide Student Wins SkillsUSA Competition

McKenlea Horrell, a dual enrollment student performed against other high school students across North Carolina and secured first place in the SkillsUSA North Carolina State Conference for Nurse Assisting. She recently graduated from Pender High School and received her Certified Nurse Aide (CNA) certification from CFCC. Ms. Horrell competed in four skill sets that demonstrated quickness and proficiency.

DREAMS Center for Art Education

CFCC and the DREAMS Center for Art Education have partnered to provide a one-month art education experience for aspiring graphic designers. DREAMers, ages 15-17, spent three days a week throughout the month of June training in graphic design and illustration fundamentals, all while learning the necessary skills to explore and create graphic imagery.

Enrollment

Enrolment up 3 percent for fall. FTE funding for this year is up 3.7 percent over last year.

CFCC 2023-2026 Accountability and Integrity Plan, Economic and Workforce Development

A MOTION was made by Mr. Barfield and seconded by Ms. Sewell to approve the 2023-2026 Accountability and Integrity Plan for Economic and Workforce Development as presented. Motion carried unanimously.

Introduction: Accountability and Integrity Planning for Workforce Continuing Education

Accountability within the North Carolina Community College System's (NCCCS) Workforce Continuing Education division encompasses an array of concepts including governance, institutional values, programs, industry sectors, and community partners. The NCCCS is mandated through the State Board of Community College Code (1B SBCCC 400, 1D SBCCC 300.4) to review the programs provided, ensuring that occupational training is relevant to the workforce, responsive to training needs, and utilizes state funds responsibly. In addition to SBCCC requirements, colleges are responsible to a number of external agencies for maintaining documentation regarding program compliance. This includes the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), state credentialing agencies, and various grant entities.

The following document outlines the Accountability and Integrity Plan for Cape Fear Community College's Economic and Workforce Development Division. The plan has been adopted based on a state-wide accountability model in which all North Carolina Community Colleges have had some input or representation. This plan is a local plan and will be monitored and reviewed at least twice

per year and as needed by the internal Economic and Workforce Development Division. The plan will also be reviewed for approval every three (3) years by the CFCC Board of Trustees.

The plan adheres to the CFCC Strategic plan in an effort to:

1. Review programs for relevancy, rigor, and quality
2. Develop goals for growth and sustainability
3. Ensure state budget compliance.

The document supports accountability requirements to monitor and support internal control processes and best compliance practices. Due to the number of changes for Workforce Continuing Education at the state level, CFCC has decided to place a heavy emphasis on compliance measures for state budget reporting. The accountability and integrity planning framework provided in this plan encompasses three primary areas:

1. Governance Priorities
2. Academic Integrity/Program Accountability
3. Market Demand.

For each area, goals, and objectives are outlined that support the mission of both the NCCCS and CFCC to enhance student success through the delivery of viable high-quality workforce training programs.

This document provides a list of objectives for the Accountability and Integrity plan for the 2023-2026 academic years; additional objectives will be added and assessed as CFCC, determines, and develops additional accountability measures and processes as needs arise.

ACCOUNTABILITY AND CREDIBILITY POLICY AND GUIDELINES (VISITATION PROCESS)

I. ON-SITE VISITS TO EACH CLASS

It will be the responsibility of each Director and/or administrative designees to visit at least fifty percent of off-campus and online classes and twenty-five percent of on-campus classes within their area of supervision. The purpose of these visits will be to confirm the existence of classes reported and to ensure that instruction is consistent with the purpose of the course being presented. The visit will be officially recorded by signing and dating the Class Visitation report. If concerns are noted, the Class Visitation Report will be detailed and the appropriate Director notified of discrepancies. It should be noted that verification visits may occur at any time during the duration of a course. Each Director or administrative designee will be responsible for completing the Accountability Plan Term Report at the end of each term and submitting it to the Vice President of Economic and Workforce Development and or his/her designee.

All new faculty will be evaluated by their immediate supervisor during their first term of employment. All full-time and part-time instructors will be evaluated annually. Instructor classroom evaluations will be documented by use of the Classroom Visitation Form annually with official copies being made available for the instructor. Opportunities for improvement will be shared with those instructors found to be lacking in teaching effectiveness, and follow up assessment by administrators will be made to determine if improvements have been implemented.

The Vice President for Economic and Workforce Development and or his/her designee will conduct unannounced class visits throughout the term and will complete the Class Visitation report for documentation. A standard of **ten percent** of online and off-campus classes will be used as a minimum requirement for visitation. Copies of these reports will be forwarded to the appropriate Director for review, filing, and for follow-up activity. Each year the Vice President of Economic and Workforce Development will present class visitation reports to the Board of Trustees.

II. ONLINE CLASS VERIFICATION

It will be the responsibility of each Director and/or administrative designees to verify 100% of all online/hybrid/blended course offerings by running class activity reports after the census date and again prior to the end date of the class.

III. INSTITUTIONAL APPROVAL PROCESS FOR CONDUCTING A CONTINUING EDUCATION CLASS

1. The Vice President of Economic and Workforce Development and or his/her designee will be responsible for approving the establishment and offering of all CE Economic and Workforce Development classes, Articulation agreements with Curriculum, and for the approval of all new instructors.
2. The Directors and/or an administrative designee will be required to notify the Vice President of Economic and Workforce Development and or his/her designee of all new or unique programs that may be pending, and have authorization from the Vice President of Economic and Workforce Development and or his/her designee prior to the beginning date of each new class. Requests for the origination of these courses should be supported by a course outline, the purpose of the course, qualification of the instructor, financial viability, industry input and identification of the proposed target audience.
4. To maintain excellence within the classroom, it will be the responsibility of the Director and/or administrative designee for Corporate and Continuing Education to evaluate all classes on a regular basis.

The Economic and Workforce Development Division will measure progress made in achieving these educational goals through staff development workshops, regularly scheduled faculty training activities, and with input from advisory boards representing various aspects of the community. An annual review and evaluation of the Strategic Plan will indicate if these goals are being targeted.

5. Student class surveys provide the Economic and Workforce Development Division with data necessary to affect change within the instructional areas of the classroom.

IV. INSTITUTIONAL RESPONSIBILITY FOR ACCURACY IN REPORTING PRACTICES IN ECONOMIC AND WORKFORCE DEVELOPMENT PROGRAMS

The CE Economic and Workforce Development Division has developed this plan. The plan has been approved by the Executive Leadership of the College. Upon approval by the local and state boards, the President will ensure that the internal plan will be properly maintained and reviewed, and that the College will comply with its procedures.

A. Governance Priorities

Governance Priority, as defined by CFCC our courses, will be measured in terms of ensuring fiscal responsibility, accountability, and financial stability. This will be monitored by addressing the following:

1. Monitor current spending, forecast future funding requirements, and sustain financial stability. Monitoring will occur quarterly by viewing Clarity budget reports, working with the CFCC Business office on a term basis and by providing feedback for mid-year budget revisions.
2. Consolidate/combine operations, when possible, to create efficiencies in operations. This will be done by improving electronic processes/procedures across the division (internal/external) through the use of online time and pay records. Continued use of shared drive for resource sharing, online record depository, online web-attendance and increased online/hybrid course offerings. cross training personnel in records and registration and instructional operations.
3. Continue to monitor internal compliance by following State Board Code and General Statutes.
4. Review changes to programs as indicated by NCCCS and make changes as needed to programs that meet new SBCCC changes.
5. Review class visitation sheets.

B. **Academic Integrity**

Academic Integrity will be measured in terms of monitoring program quality through faculty and performance, professional development, NCCCS performance measures, and other student outcomes defined by the College.

1. All credentialed faculty and staff should be encouraged to attend annual, regional, and state level training to stay current with each of their respective accrediting bodies. This also includes monitoring and meeting each accrediting body's standards during site visits.
2. Licensure pass rates, the number of completers, LEIS data (CCR), will be compiled annually by Directors and their administrative designees. Areas that score at/or below the state level will be required to meet with their teams and develop a plan to monitor and enhance student performance and faculty training and address the following items:
 - Follow up with credentialing agencies about individual scores and monitor instruction.
 - Create action plans to address student and instructor performance with measurable goals.

C. **Market Demands**

CFCC defines market demands as a heightened focus on workforce preparedness. This will be monitored through support for economic initiatives at the local and state level, responding to student needs, and expanding our capacity to serve the community, agencies and industries.

1. CFCC's Economic and Workforce Division will focus on workforce preparedness supporting economic development initiatives by analyzing Workforce Continuing Education programs with the assistance of local industries. Modifications to course offerings/content to meet the changing needs of the workforce will be documented and monitored for success. CFCC will implement employer and student surveys to assess effectiveness of training provided to individual agencies or industries CFCC will also host partnership meetings and or advisory meetings regularly in which training ideas are shared.
2. To increase student outcomes, CFCC will partner with the community, organizations, and employer advisory committee members and donors to connect students to potential employers.
3. The EWD division will expand its capacity to serve the community, agencies, and industries. The CFCC Economic and Workforce Development Division will tap into various target markets to diversify training and enhance training opportunities by offering Pre-Apprenticeships and Apprenticeships in specified areas and enhance marketing efforts to

reach a diversified student population.

The College President, having overall responsibility for college administration. The offices of the Vice President for Economic and Workforce Development and the Associate Vice President of Economic and Workforce Development have developed this plan for Accountability and Integrity. Upon approval by the local and state boards, the President will ensure that the internal audit plan will be properly maintained and reviewed. The President will also ensure that the College will comply with its procedures. Term reports will be presented to the College President through the Vice President of Economic and Workforce Development of all activities that have been accomplished to maintain the institutional Accountability and Integrity Guidelines.

Jim Morton
President
 Cape Fear Community College

Bill Cherry
Chairman, Board of Trustees
 Cape Fear Community College

COMMITTEE REPORTS

FACILITIES & EQUIPMENT COMMITTEE

President Morton reviewed the following information.

New Hanover County Capital Outlay

New Hanover County Capital Outlay Projects 2022-2023 Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status and Estimated Completion Date
1	L Building Roof Replacement	\$ -	\$ 753,967.00	\$ 9,353.39	\$ 763,320.39	\$ 935,800.00	\$ 172,479.61	Construction - complete 8/23
2	N Building Roof Replacement	\$ 39,062.00	\$ 219,980.00	\$ 1,236.20	\$ 260,278.20	\$ 402,000.00	\$ 141,721.80	Construction - complete 8/30/2023
4	NA & NB Building Chiller Plant Replacement	\$ -	\$ 529,257.00	\$ -	\$ 529,257.00	\$ 415,000.00	\$ (114,257.00)	Pump and valve change outs underway, chillers in production & will be completed Q4 2023
6	Marine Tech S209 Aquarium Room Upgrades	\$ -	\$ 62,664.00		\$ 62,664.00	\$ 67,000.00	\$ 4,336.00	Construction - complete 7/23
	Completed Projects					\$ 267,200.00	\$ (5,620.02)	
	Category Totals					\$ 2,087,000.00	\$ 198,660.39	

Wilson Center Multipurpose Addition

WA Building - Wilson Center Multipurpose Addition Project - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status
1	WA Building - Wilson Center Multipurpose Addition	\$213,000.00	\$3,226,453.00	\$75,932.00	\$3,515,385.00	\$3,515,385.00	\$0.00	Construction

State Capital Improvement Infrastructure Funds (SCIF)

L Building 2nd Floor Interior Renovation - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status
1	L Building 2nd Floor Interior Reno	\$240,951.00	\$2,506,119.00	\$152,915.00	\$2,899,985.00	\$2,899,985.00	\$0.00	Design

G Building Renovation - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status
1	G Building Renovation	\$50,200.00	\$1,781,725.00	\$68,075.00	\$1,900,000.00	\$1,900,000.00	\$0.00	Construction Bid Opening July 13, 2023

G Building Construction Bid Approval

A MOTION from the Facilities and Equipment Committee recommends approval by the Board of Trustees of the G Building Construction Bid in the amount of \$1,020,500.00 for Stonehenge Building, Inc. Motion carried unanimously.

H Building Renovation Phase 1

H Building Health & Human Services Renovation Phase 1 (319 N. 3rd St.) - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status
1	H Bldg Health and Human Services - 319 N. 3rd St. Upfit - Phase 1	\$187,123.00	\$1,750,500.00	\$62,300.00	\$1,999,923.00	\$1,999,923.00	\$0.00	Under construction - completion 12/2023

3-1 319 N. 3rd Street

A MOTION from the Facilities and Equipment Committee recommends approval of the Board of Trustees of the 3-1 Phase II capital improvement project of 319 N. 3rd Street in the amount of \$9,154,180.00. Motion carried unanimously. Tentative completing by end of Fall 2025.

Naming Policy Revisions

A MOTION from the Facilities and Equipment Committee recommends approval by the Board of Trustees to approve the Naming Policy Revisions as presented. Motion carried unanimously.

Policy on Naming College Facilities

Original Version Adopted January 21, 2010

This Draft Version Revised ~~March 2017~~ July 2023

I. Purpose

A. Authorization. Cape Fear Community College (the “College”) is authorized by Section 115D-20(5) of the North Carolina General Statutes "to receive and accept donations, gifts, devises, and the like from private donors and to apply them or invest any of them and apply the proceeds for purposes and upon the terms which the donor may prescribe and which are consistent" with the College's goals and state law. Furthermore, the College has established the Cape Fear Community College Foundation (“Foundation”) to raise funds for the College and to generally support the College through financial and other contributions. The Board of Trustees, in its sole discretion, may recognize a financial donation or other significant contribution to the College or the Foundation by naming a building, addition to a building, space in a building, outdoor space (such as a garden, court, plaza, or maker), street, and other tangible and relatively permanent feature (collectively, the "Facilities") located on College property after the donor or in accordance with the donor's desires.

B. Fair and Full Consideration. This policy should ensure that appropriate consideration is given to naming possibilities. The history of the College and issues of consistency and fairness will be taken into account during such consideration. Naming decisions and the honor associated with them must be fitting and of value for all parties involved.

II. Responsibilities

A. The Board of Trustees is responsible for naming College Facilities. The Board of Trustees may delegate approval authority to the President as allowed by this policy. Absent such delegation of authority, the Board of Trustees shall review naming recommendations and accept or reject such recommendations ~~in~~ at its sole discretion. The Board of Trustees hereby delegates to the President the authority to approve without review by the Board of Trustees any naming opportunity that involves a total donation of ~~\$10,000~~ \$100,000 or less.

B. The President is responsible for recommending Facility naming contribution amounts and specific naming opportunities to the Board of Trustees. The President may delegate the review and administration of naming opportunities to the Executive Director of the Foundation or designee.

C. The Facilities Committee of the Board of Trustees is responsible for reviewing the President's naming recommendations prior to submission to the Board of Trustees. Such review may include any factors the Facilities Committee believes prudent. The Facilities Committee may, in its sole

discretion, approve the President's recommendations and forward such recommendation to the Board of Trustees.

D. The Foundation is responsible for identifying and cultivating naming opportunities and administering the naming process. All naming opportunities shall be approved by following the guidelines outlined in II.A. above.

III. Naming Categories

A. Naming in Recognition of Distinguished Service. This naming category recognizes individuals who have attained achievements of extraordinary and lasting distinction for the benefit of the College. Generally, this category will honor individuals who have had direct, substantial, and active association with the College. A financial donation to the College is not required for this naming category.

Employees may be honored in this category provided such honor is bestowed at the end of the individual's service to the College.

B. A gift of monetary value appropriate to the Facility. This category recognizes donors who have made substantial financial contributions to the College or the Foundation. The term “donors” includes individuals, corporations and other organizations. Naming opportunities in this category may reflect the names of individuals, families, organizations, foundations, corporations, or memorials as requested by donors.

IV. Naming Standards

A. Benefit to the College. Naming recognitions must enhance the reputation and prestige of the College. Individuals, memorials, corporations or organizations proposed for Facility naming should have a positive image and demonstrated integrity that is consistent with the College's mission.

B. Corporate or Organizational Naming. Corporate or organizational naming of facilities shall be term-limited up to twenty years as articulated in the signed naming agreement unless approved as an exception by the Board of Trustees. Signage reflecting a corporate or organizational naming must conform to all CFCC branding guidelines and may not include the organization's logo or other branding components.

BC. Final Approval. Prospective donors or honorees must be advised that a naming opportunity is not guaranteed and is not final until approved by the Board of Trustees. Such donor and honorees must be provided a copy of this policy prior or as soon as practicable, after a naming opportunity is discussed.

CD. Pledge and Payment Shortfalls. A naming conferred in recognition of a pledge shall be contingent upon fulfillment of that pledge. A naming opportunity may not be finalized and placed on a Facility until at least 50%60% of a pledge is fulfilled. The College reserves the absolute right to rescind a naming if at any time the pledge is determined by the College to be fully or partially unfulfilled, subject to any terms in the signed naming agreement for that pledge. Should the

College rescind a naming due to an unfulfilled pledge, the College shall be under no obligation to return any portion of the pledge already paid to the College by the donor, per the signed naming agreement.

~~Thereafter, if the donor fails to maintain payments on a pledge upon which the naming was bestowed, the naming may be rejected or, if the naming has already occurred, the naming may be revoked by the Board of Trustees after a pro rata period of time that reflects the number of pledge payments made, given the estimated useful life of the building or the term of years covered by the Facility naming agreement, as applicable. The Board of Trustees may revoke a bestowed naming if a planned gift upon which the naming was based is not realized at the value expected by the College.~~

~~**DE. Planned Gifts Insurance Policies.** A naming may be rescinded if the planned gift upon which the naming was bestowed does not result in the value agreed upon in the signed naming agreement. Irrevocable planned gifts may be eligible under certain circumstances for a Facility naming upon Board of Trustees approval. A naming may be rescinded if the planned gift upon which the naming was bestowed does not result in the value agreed upon in the signed naming agreement.~~

EF. Recognition Costs and Name Changes. All initial costs of signage initiated by a gift of monetary value are the responsibility of the Foundation. If a donor or honoree requests a change to the name of a facility or program (e.g., due to divorce or corporate merger), the Board of Trustees will consider the request, but the request may be denied in the discretion of the Board of Trustees. If approved, all replacement signage and other related costs shall be at the donor's or honoree's expense.

FG. Facility Repurposing. The duration of a donor's or honoree's name on any Facility ordinarily continues for as long as the Facility is used in the same manner or for the same purpose for which the naming occurred. Upon demolition, replacement, substantial renovation, re-designation of purpose, or similar modification of a named facility or program, the Board of Trustees may deem that the naming period has concluded. The appropriate College representative will make all reasonable efforts to inform in advance and in writing the original donors or honorees or their surviving family members when the naming period is deemed to have concluded, but actual notice and consent from such donors or honorees is not required. The College may, but is not required to, provide for the appropriate perpetuation of the previous name. Perpetuation of the original name in an equivalent naming is not required. Appropriate perpetuation of previous names may include, for instance, a plaque in or adjacent to new and renovated facilities.

GH. Naming Procedures. The President may establish regulations and procedures reasonably required to implement this policy. Such regulations and procedures must include the following provisions.

HI. Recognition Formula. The amount of money required for naming Facilities generally will be based on a per square foot formula as determined by the President in his/her discretion. The formula is based on the calculation of the net usable square footage of a particular facility divided into the cost of construction or renovation to determine the net per square foot cost times the net usable square feet of a specific area or room. After the number is established, 10% of the total will

be used as the minimum monetary gift amount. This formula may be modified depending on the facts and circumstances involved. In addition, high visibility interior and exterior spaces (such as lobbies, libraries, auditoriums, laboratories, athletic venues, walkways and plazas) should be weighted for desirability and therefore may have a higher donation requirement than the figure determined by the standard formula. The degree of weighting will depend on the attractiveness of the opportunity. Any deviation from the standard formula must be reported to the Facilities Committee as part of its review of the naming opportunity if less than stated amount.

Gifts given for a facility naming opportunity will be used to support capital improvements to the facility or, if the facility is not in need of capital improvements, the gift may support other college needs as designated by the signed naming agreement and approved by the Board of Trustees. A donor's gift can only be used for one naming opportunity.

IJ. Prior Commitments. Naming commitments made by the College or Foundation prior to May 1, 2014 shall be honored.

JK. Nominating Process. The Foundation's Executive Director and the President ~~is~~ **are** charged with determining whether a proposed person is appropriate for recognition prior to submitting ~~a~~ **the** recommendation to the College Board of Trustees for final approval. A profile of the donor and/or ~~of~~ the honoree, ~~the profile of the distinguished member of the College community, intended use of donated funds,~~ and information about how the gift will be paid must be provided. ~~A written statement of intent from the donor must be made prior to the full Board of Trustees being asked to approve the naming.~~

KL. Background Check. Criminal, financial, or other background investigation may be performed on any person, corporation, organization, or other memorial who is not already well established with the College or may reasonably raise questions about the College's naming recognition at the digression of the President or Board of Trustees.

LM. Revocation of a Naming. If the donor's or honoree's reputation changes substantially so that the continued use of that name may compromise the public trust, dishonor the College's standards, or otherwise be contrary to the best interests of the College, the naming may be revoked. If a person, corporation, organization, or other memorial for which a Facility is named is involved in a public instance of criminal misconduct or other moral turpitude that significantly damages or otherwise diminishes the reputation or standing of the College, the Board of Trustees may in its sole discretion remove the name from the Facility. The reasons for such removal must be documented. The College shall not be obligated to return any donation accepted for a naming opportunity that is revoked according to this section.

MN. Review of Documents. The Facilities Committee shall receive a report from the Foundation's Executive Director with details about any proposed naming agreement, including without limitation a biography or other background material, not limited to criminal or financial background, that explains how the naming opportunity benefits the College and enhances its reputation, and any other documentation or material it may request.

O. Due Diligence. Additional due diligence may be taken to avoid any appearance of commercial influence or conflict of interest in certain circumstances including facilities named for: corporations, organizations, public officials, or other state employees concerned with the function or oversight of the College.

NP. Facilities Committee Role. Naming opportunities must be approved by the Facilities Committee prior to consideration by the Board of Trustees.

OQ. Closed Session Review. Naming opportunities shall be discussed in closed session of the Facilities Committee and the Board of Trustees to ensure that the honor is not prematurely announced. Final approval of the naming opportunity shall occur in open session, but a rejection or decision to not proceed with a naming opportunity is not required to be considered by the Board of Trustees in open session.

PR. Announcement. Naming opportunities must not be announced to the public prior to approval by the Board of Trustees. If a naming opportunity is not approved or does not otherwise occur, the documents related to the naming opportunity are public records, but College staff should not publicize or discuss the naming opportunity outside of their official duties.

QS. Review and Updating. This Policy shall be reviewed periodically by the College and Foundation with all recommended changes requiring approval by the President and Board of Trustees.

NCDOT EASEMENT

A MOTION from the Facilities & Equipment Committee recommends to the Board of Trustees approval of the temporary construction easement and a permanent drainage easement located on the North Campus at Blue Clay Road. Motion carried unanimously.

FINANCE COMMITTEE

Mr. McLeod reviewed the following information.

State Budget Revision

A MOTION from the Finance Committee recommends to the Board of Trustees approval of the State Budget Revision for a decrease of \$68,779. Motion carried unanimously.

Student Accident Insurance

Mr. Morton reviewed the Student Accident Insurance for 2023-2024. No items were of concern.

State Budget Summary

The State Budget Summary reported 95.74 percent of the budget has been expended as of June 2023.

County Budget Summary

The County Budget Summary reported 100.19 percent of the budget had been expended as of June 2023.

Institutional Funds Update

Mr. Morton reviewed the June, 2023 report. No items were of concern.

ADMINISTRATIVE AND PERSONNEL COMMITTEE

A Motion from the Administrative and Personnel Committee recommends approval of the Foundation Policy Revisions as presented. Motion carried unanimously.

FOUNDATION POLICY REVISIONS

Gift-in-Kind Policy

Approval Authority: **Executive Director, Cape Fear Community College Foundation**

Policy Type: **Gift Acceptance**

Policy Owner: **Executive Director, CFCC Foundation**

Responsible Office: **Cape Fear Community College Foundation**

Revision History: **Updated: ~~April 11, 2018~~ July 20, 2023**

=====

REASON for creating policy or most recent change:

Policy is created to clarify the policy requirements and update the procedures.

1. Clear definition of the gift-in-kind policy
2. Technology Devices/Software Gift-in-Kind minimum donation guidelines

Purpose

The purpose of this policy is to ensure that the Foundation and/or the College accept only items that are useful to Cape Fear Community College (CFCC) and that the items are used as the donor intended.

Policy Statement

A gift-in-kind donation may be accepted with a gift-in-kind donation form and Program Director’s signature, and forwarded to the CFCC Foundation with evaluation or approval by the Executive Director of CFCC Foundation.

There are additional signatures required if there are financial costs to CFCC involved with receiving the gift and are indicated on the gift-in-kind form.

REPORTING AND TRACKING GIFTS-IN-KIND

The ownership of all gift-in-kind donations may be transferred from the CFCC Foundation to the College upon receipt. The gifts-in-kind will be reported and tracked through the Foundation’s or College’s financial statements and asset reporting systems.

DISCARDING, DONATING AND SELLING GIFTS-IN-KIND

If a gift-in-kind no longer meets a specific or requested need and does not support the CFCC mission and strategic plan, then the College must follow its policies for discarding property.

CFCC is responsible for filing IRS Form 8282 upon the sale or disposition of any asset sold within ~~two~~ **three** years of receipt by the CFCC Foundation where the charitable deduction value of the item was ~~\$5,000 or greater~~ **greater than \$500**. CFCC must file this form within 125 days of the date of sale or disposition of the asset.

TRANSFER OF GIFTS AND EQUIPMENT FROM FOUNDATION TO COLLEGE

Gifts-in-kind made to the Foundation and equipment purchased with Foundation funds or grant funds administered by the Foundation may be transferred to the College upon receipt and placed on the College inventory.

CHARITABLE VALUE OF GIFTS-IN-KIND

The Foundation cannot establish monetary value for gifts according to IRS Publication 561. The donor must establish the fair market value, as indicated in the publication, and list it on the gift-in-kind donation form.

For gifts valued at \$5,000 or more, the donor must provide, at their cost, a qualified appraisal of the gift and submit Internal Revenue Service (IRS) form 8283 to the IRS.

It shall be the responsibility of the donor to secure an appraisal when required, and independent legal counsel, if necessary, for gifts made to the CFCC Foundation.

Vehicle Contributions - The CFCC Foundation will comply with IRS Publication 4302 concerning gifts of vehicles. If a donor contributes a vehicle and claims the value of the vehicle is more than \$500, the CFCC Foundation is required to provide a written acknowledgment to the donor, such as Form 1098-C, Contributions of Motor Vehicles, Boats, and Airplanes. The acknowledgement must include the donor's name and taxpayer identification number, the vehicle identification number, the date of the contribution, a statement that no goods or services were provided by the charity in return for the donation, and a statement about what the CFCC Foundation and/or the College intends to do with the vehicle.

Unacceptable Gifts

The CFCC Foundation reserves the right to refuse any gift that is not consistent with the mission and goals of Cape Fear Community College.

1.0 Responsibilities

All employees and volunteers are expected to fully comply with the gift-in-kind policies. CFCC employees will be informed of the gift policies by notification of posting on the Foundation's website and a summary inclusion in the CFCC Employee Manual.

2.0 Procedures for Staff

The following steps should be followed:

1. The person (thereafter called "donor liaison" – could be a member of the faculty or staff) determines if gift meets a specific or requested need and clearly supports the CFCC mission and strategic plan. The following should be considered prior to acceptance:

a) The cost of maintenance, cataloging, delivery, insurance, display and any space requirements for exhibiting or storage.

b) Gifts-in-kind must be reviewed with special care to ensure that acceptance will not involve financial commitments in excess of budgeted items or other obligations disproportionate to the usefulness of the gift.

c) All gifts of real estate or items of questionable use must be presented to, and approved by the Board of Trustees prior to acceptance. Environmental and legal issues may need to be reviewed by appropriate professionals prior to the Boards' decision to accept the gift. A Phase One environmental impact study may be required and paid by the donor within one year.

d) Arrangements should be made about delivery of gifts-in-kind directly to the Foundation. Arrangements prior to delivery include agreement with the donor regarding costs of packing, freight charges, etc., which are usually the responsibility of the donor.

e) If the gift is technological equipment, please see gift-in-kind technology section.

2. To decline the gift:

a) The donor liaison will inform the donor, provide an appropriate explanation, and thank him or her for considering the College.

b) Depending upon the sensitivity of the situation, this contact can be handled by the donor liaison's supervisor and/or the Executive Director of CFCC Foundation.

3. To accept the gift:

a) The donor liaison will provide the donor with a printed or electronic copy of the gift-in-kind donation form. The donor should complete and return the form to the donor liaison.

b) The donor liaison gets the completed form from the donor, gets the appropriate signatures, and returns it to the CFCC Foundation

3.0 Technology Devices/Software Minimum Gift-in-Kind Guidelines

There can be hidden costs associated with donated equipment. This includes increased time for service, costs of parts, purchase of software or operating system licenses, infrastructure changes, as well as other factors. Therefore, acceptance of donated technology carries with it the obligation of CFCC tech support.

To ensure donated equipment can be properly maintained by CFCC staff, Information Technology has developed minimum donation guidelines. Following these guidelines helps us preserve equipment consistency across the school and safeguards the networks that serve the needs of CFCC students, teachers, and staff.

Gifts-in-kind must fulfill a stated need of one or more college departments and be approved by IT Services or Facilities personnel to ensure compliance with existing infrastructure.

All technological equipment accepted into the Cape Fear Community College environment must meet the minimum standards of the college some of which are Microsoft or Apple operating system (include processing speed), full licensed product for software installation (include COA – Certificate of Authenticity, software and publisher information), etc. Check with IT if there are any questions prior to completing a Gift-in-kind form.

This information is to be reviewed by Information Technology Services, as the Director’s signature is required prior to acceptance of the gift.

Summary and Approvals

Approved by CFCC Foundation Council – 4-12-18i

Approved by CFCC Foundation Board of Directors – 4-19-18

Approved by the CFCC College Council – 1-9-19

Approved by the CFCC Board of Trustees – 1-24-19

FOUNDATION PROPOSED POLICY

A MOTION from the Administrative and Personnel Committee recommends approval of the Foundation Proposed Policy as presented. Motion carried unanimously.

CFCC Foundation Unrestricted Fund Expense Policy

Purpose

Gifts of unrestricted dollars from donors are an invaluable resource to Cape Fear Community College and the CFCC Foundation. Unrestricted funds give the CFCC Foundation the ability to remain flexible in responding to ever-changing student and community needs. Unrestricted dollars are not intended to be used to circumvent the requirement for a prudent spending process.

Decisions regarding the use of unrestricted funds are always made with one question in mind: “If I called the donor and asked him or her for permission to spend their money in this way, would the donor approve?”

All CFCC Foundation expenses are subject to audit by the College and the public. Expenses must be properly documented, reasonable in scope, related to College business, and comply with the donor’s intent for use of the funds.

This policy applies to use of the CFCC Foundation unrestricted fund for expenses other than compensation of personnel. It identifies valid business purposes for non-compensation expenses and the types of expenditures that are permissible. This policy provides criteria for determining a Permissible Expense and provides examples of common expenses.

I. Unrestricted Funds may be only used by the CFCC Foundation in support of:

- CFCC students,
- Educational programs,
- College operations, or
- Activities deemed of value to the goals of the CFCC Foundation.

An expenditure of unrestricted funds for one of the purposes above must be:

- **Necessary** to perform a valid business purpose fulfilling the mission of the College or CFCC Foundation;
- **Reasonable** in that the expense is not extreme or excessive, and reflects a prudent decision to incur the expense commensurate with its purpose. The determination of reasonableness of the dollar amount of an expenditure must consider relevant factors including the purpose, the context, and the circumstances surrounding the expenditure; and
- **Appropriate** in that the expense is suitable and fitting in the context of the valid business purpose, with the primary benefit to the institution and its students, not an individual employee's personal benefit.

Expenditures of Unrestricted Funds must comply with federal and state laws and regulations. All expenditures must also follow Cape Fear Community College procurement policies, procedures, and guidelines in effect at the time of the expenditure.

A. Permissible Expenses

The following list highlights examples of expenditures that generally are permissible, but it does not identify every expenditure that is permissible.

- CFCC Student support:
 - Student scholarships: When needed, the CFCC Foundation may award scholarships with unrestricted funds. All such expenses must be processed using the existing scholarship applicant database and scholarship awarding process, and all scholarships must be approved by the CFCC Foundation and Financial Aid. Scholarship expenses must adhere to federal, state, and College guidelines for financial aid.
 - Emergency support: when needed, the CFCC Foundation may award emergency support to students with unrestricted funds. All such expenses must be evaluated and awarded using the existing Emergency Fund process and must be reported to Financial Aid.
- Educational Program support:
 - Through faculty and staff Mini-Grants, the CFCC Foundation utilizes unrestricted funds to support educational programs throughout the College with unbudgeted needs. The purpose of Mini-Grants is to positively impact the college and its students, enrich the educational experience of CFCC's students, and/or better equip faculty and staff to fulfill their role of serving students at the college.

- Permissible expenses for Mini-Grants are outlined in the published Mini-Grant criteria on the CFCC Foundation website, and all Mini-Grants are reviewed and approved by the CFCC Foundation.
- College Operational support:
 - Reasonable expenditures for employee gatherings or recognitions that are intended to foster relations among employees and/or celebrate goal accomplishment are generally permissible. Note that cash or cash equivalent gifts/awards are treated as compensation as taxable and are generally not permissible.
 - Institutional memberships to professional associations directly related to the work of the CFCC Foundation are generally permissible.
- Support for activities deemed of value to the goals of the CFCC Foundation:
 - Fundraising events: facility fees, decorations, refreshments, meals, and entertainment for prospects and donors with the goal of raising additional funds to support the College is generally permissible.
 - Ticketing and travel costs at functions where CFCC Foundation staff represent a meaningful presence and aid in furthering the goals of the College are generally permissible.
 - Gifts to donors are permissible if the cost is reasonable, equitable and commiserate with donor giving level.
 - Contributions to outside organizations are permissible if they further the mission of the CFCC Foundation and/or are in lieu of a sympathy gift. The limit on memorial gift donations to outside organizations is \$50.
 - If unrestricted funds are used to support or sponsor events hosted by third party organizations consistent with the mission of the CFCC Foundation, such as business or philanthropic fundraising events, it is preferable that CFCC Foundation contributions be earmarked for programming rather than entertainment, food, or beverages.
 - If schedules require that meetings be held during a meal time, the reasonable cost of the meal is a permissible expense. Documentation to support a meal expense must include the time, date, location, a list of attendees, and the business purpose of the meeting.
 - Coffee, tea, bottled water, and snacks made available to CFCC Foundation visitors, including donors, volunteers, and students, are permissible expenses.

B. Non-Permissible Expenses

Non-permissible expenses must not be paid or reimbursed from unrestricted funds and will be paid out-of-pocket by the employee. The list below highlights expenditures that are generally not permissible, but it is not intended to identify every non-permissible expenditure. CFCC staff are encouraged to seek clarification prior to expending unrestricted dollars.

- Employees must initially seek reimbursement or payment for expenses from the College using any available and appropriate state funding prior to expensing items from the unrestricted fund.
- Travel/meals to a non-work-related event are not permissible.

- Personal or routine expenses: Expenses such as child care, pet care, home cleaning services, routine in-office meals/snacks, supplies, car maintenance, or other expenses that do not directly support the work of the CFCC Foundation are not permissible.
- Expenses that confer a personal benefit upon the individual authorizing the expenditures are not allowable.
- Fines for moving or non-moving violations (e.g. parking tickets) or late fees are not permissible.
- Individual Memberships: Individual dues paid for membership in any club organized for business, pleasure, recreation, or any other purpose are not permissible.
- Political contributions of any type, both cash and other forms of support, are not permissible.
- Other expenses deemed by the Executive Director of the CFCC Foundation to be contrary to donor intent are not permissible.

C. Exceptions

Exceptions for expenditures that would be otherwise non-permissible under this Policy may be made in writing to the Executive Director of the Foundation. The exception must describe, in detail, the justification for the granting the exception, but the expenditure shall not be exempt from CFCC policy.

II. Expense Pre-Approval

All CFCC Foundation anticipated unrestricted fund expenses and expense exceptions must be approved prior to the expense being made.

- Any anticipated expense must be approved by the Foundation Executive Director.

Any anticipated expense above \$500 must also be approved by the Vice President of Business Services.

STUDENT HANDBOOK POLICY REVISION

A MOTION from the Administrative and Personnel Committee recommends approval of the No Solicitation Policy Revision as presented. Motion carried unanimously.

No Solicitation Policy

Cape Fear Community College (CFCC) upholds the freedoms of speech and expression guaranteed by the First Amendment of the U.S. Constitution for all members of the college community. CFCC is a place where all ideas and opinions may be expressed freely. The right to free speech and expression does not include unlawful activity that endangers the safety or well-being of any member of the college community. Furthermore, it does not include any activity that interferes with the educational pursuit of its students or the mission of the college.

To provide a safe learning and work environment, and protect all students, employees, and visitors of the college, solicitation is prohibited and includes, but is not limited to, third-party unsolicited verbal or written communications by mail or email, circulars and/or petitions, handbills, leaflets,

pamphlets, posters, flyers, or any literature and printed materials. Salespersons, solicitors and/or external agencies will not be allowed to solicit or distribute these materials or items on college owned property, or premises, to students or employees unless it is a recognized nonprofit/charitable organization or has prior approval from the President of the college. **In addition, salespersons, solicitors, and/or external agencies may not erect a fixed or temporary structure on CFCC campus property or premises unless approved by the CFCC President or designee.** Solicitation for personal or financial benefit is prohibited by CFCC employees during designated working hours.

Employees and students wishing to solicit or fundraise on campus, must obtain prior approval from the Institutional Advancement office, or the President of the college. It is suggested, that no employee or student accept monetary gifts.

CFCC reserves the right to remove any individual or organization engaging in solicitation activities on campus without prior approval.

STUDENT HANDBOOK PROPOSED POLICIES

A MOTION from the Administrative and Personnel Committee recommends approval of the Chosen Name & Identity Policies as presented. Motion carried unanimously.

Chosen Name & Identity Policy

Cape Fear Community College (CFCC) acknowledges and supports personal expression in hopes to provide a safe and inclusive learning and working environment for its students, employees and visitors of the college. A student or employee may request to identify by a chosen name (sometimes called a preferred name) instead of their legal name. Where appropriate, the chosen name will be recorded and a good faith effort will be made by the college to utilize when made available by the individual. Due to certain legalities, only the first name may be designated for the chosen name, and the last name must remain the individual's legal last name. As such, all individuals should routinely identify themselves with their chosen name to ensure consistent records, to streamline processes, and offer name recognition as accurately as possible.

Definitions:

Chosen Name – A chosen name is an alternative to the individual's legal name, as designated by the individual, instead of using their legal name, whenever reasonably possible.

Legal Name – A legal name is the name a person uses for official governmental documents, such as, a license, passport, social security card, and tax forms; and within the requirements of the college's information systems, an official transcript.

It should be understood that even when a chosen name has been entered in various college information systems, the legal name may be required for college business, or to satisfy legal needs. CFCC cannot guarantee that the chosen name will display in all college communications, applications, information systems, databases, and processes.

Specific examples that may require use of a legal name include, but are not limited to:

- Financial, medical, and law enforcement documents
- CFCC Student ID Cards
- Official transcripts
- W-4 forms, I-9 forms and payroll documents (IRS)
- Visa/immigration documents
- Employment related documents and personnel files
- Background check documents
- Insurance documents
- Financial Aid records
- Student account, billing, and/or cashier's records
- Federal reporting
- Inability for college information systems, database, or processes to display

Under the Family Educational Rights and Privacy Act (FERPA) a student's chosen name or legal may be disclosed to the public as "directory information" per the college's FERPA policy, unless the student chooses to opt out by contacting the Registrar's office.

CFCC reserves the right to refuse a chosen name if it is deemed inappropriate, includes offensive or obscene language, and/or interferes with college business or the mission of the college. Chosen names cannot be used for misrepresentations, avoiding legal obligations, or in any manner that violates CFCC policies or federal, state, or local laws.

International Student Admissions Policy (F-1 Students)

A MOTION from the Administrative and Personnel Committee recommends approval of the International Student Admissions Policy as presented. Motion carried unanimously.

Application Steps for International Students

1. Online International Admissions Application
2. Proof of Financial Support
 - a. Evidence should prove your ability to cover CFCC's out-of-state cost of attendance for at least one year of tuition, fees, and living expenses, plus required funds for dependents. Evidence must be in the form of a bank statement signed by a bank official or a letter on official bank letterhead signed by a bank official. Documentation must be in English and converted to U.S. dollars. Documents must be in the account holder's name.
 - b. If you are being sponsored to cover financial costs, your sponsor must submit an Affidavit of Support.
3. Submit International Student Medical Form
4. Copy of Passport Biographical Page
5. *Submit English Language Requirements (must meet one of the following)
 - a. A minimum total score of 71 on the TOEFL iBT Test
 - b. A minimum total score of 8 on TOEFL Essentials

- c. A minimum overall band score of 6.0 on the IELTS
- d. A minimum score of 95 on the Duolingo English Test (DET)
- e. A minimum score of 54 on the Pearson PTE

*Students who have obtained their secondary school diploma and/or bachelor’s degree from a country on the English Language Requirement Exemptions list are exempt from this requirement.

*Official score reports must be submitted from the testing agency directly to CFCC.

6. Submit Official Educational Documents

- a. Foreign transcripts must be evaluated and translated (if applicable), by a current member of the National Association of Credential Evaluation Services (naces.org) or a current member of the Association of International Credential Evaluators (aice-eval.org). Completed evaluations, along with copies of the original documents, should be sent directly from the evaluation agency to CFCC Admissions.

7. Pay Non-Refundable \$50.00 International Student Application Fee

Transfer Applicants (transfer active I-20)

In addition to the admission steps listed above, transfer applicants must also provide a copy of all previous I-20s, latest I-94, latest passport entry stamp, entry visa, I-797 approval notice, if applicable, and employment authorization card, if applicable.

Application Deadlines:

Applicant	Fall Semester	Spring Semester	Summer Semester
Applying Outside of US	April 15	October 20	February 15
Transfer Active I-20	July 15	December 1	April 15

Admitted applicants will receive an official acceptance letter and Certificate of Eligibility for Nonimmigrant Student Status (Form I-20) from Cape Fear Community College.

SGA REPORT

Ms. Allen presented the following report.

The CFCC Student Government Association is not currently meeting over the summer. We are planning to swear in officers and senators and resume meetings in August, not long after classes begin.

Starting this fall semester, SGA officers will be spending time volunteering with the food pantry every week to assist those already serving for the benefit of our community.

In May, the North Carolina State Board of Elections issued a press release outlining the approval process for student and employee identification cards to be accepted as valid forms of ID for upcoming elections. Cape Fear Community College identification cards have been approved for this use. As the fall semester begins, CFCC Student Government will be working to spread this information and encourage participation in student IDs.

In polls taken last semester, students expressed the need for mental health support. The CFCC Counseling Team provides many services to our student body, and we will be working closely with them to spread awareness of the services already available and to see what else we can do to provide not only academic but also mental and emotional support to our student community.

A couple of events planned for the fall semester include our usual Fall Blood Drive here on campus, organized by SGA, and the North Carolina SGA Conference which is going to be held in Greensboro in October.

We will also be partnering with other organizations at CFCC including the Phi Theta Kappa Honor Society, which I am an active member of, and the Nixon Leaders Center, which the SGA Vice President and Secretary are involved with, to host fun and productive events to encourage student involvement throughout the semester.

On behalf of the Student Government Association, as well as the entire student body, I would like to thank the Board of Trustees, President Morton, and every other person in this room for your support and dedication to the success of the students at CFCC.

FACULTY ASSOCIATION REPORT – No report.

FOUNDATION REPORT

Mr. Fernando presented the following report.

Notable Gifts

- \$50,000: unrestricted gift from Mr. and Mrs. Jim Hagen
- \$50,000: pledge fulfilled from Mr. Fred Gainer for Athletics
- \$38,000: unrestricted gift from the Estate of Louise Burevitch
- \$26,000: new endowed scholarship from Mr. and Mrs. William J. Solari
- \$18,480: new annual scholarship from the Food Bank of Central & Eastern North Carolina
- \$7,000: for existing annual scholarship from the Assistance League of Greater Wilmington
- \$5,000: for new annual scholarship from VanBuren Properties (Mrs. Teresa Huffmon, CFCC Foundation Board member)
- \$5,000: for existing endowed scholarship from Atlantic Marine

New Scholarships

- Sylvia and William Solari Family Fund Scholarship: supports Computer Integrated Machining, Cybercrime Technology, Electrical Systems Technology, Electronics

Engineering Technology, or Information Technology students in Pender, New Hanover, or Brunswick counties.

- VanBuren Properties – Huffmon Scholarship: supports full time ADN (Associate Degree Nursing) students with financial need.
- Food Bank of Central & Eastern North Carolina Scholarship: supports students in new Culinary Fundamentals program.

Additional Updates

- The CFCC Foundation welcomed three new Board members at our June meeting: Bill Baggett, Hannah Holt, and Dr. Michael Penland.
- 1,118 students have submitted a scholarship application for the Fall 2023/Spring 2024 academic year, a 20% increase over last year.

As of July 5, 2023, \$557,166 in scholarship awards have been offered to students, with approximately \$150,000 available for additional scholarship awards.

NOMINATING COMMITTEE

A MOTION from the Nominating Committee recommends to the Board of Trustees approval of the following officers for 2023-2024. Motion carried unanimously.

Mr. Robby Collins – Chair
Mr. Lanny Wilson – Vice-Chair
Mr. Jim Morton – Secretary
Ms. Michelle Lee – Recording Secretary

Mr. Collins stated that he is honored to be nominated and looks forward to serving.

Mr. Wilson stated that he is very honored and is willing to put in the time as well as attend as many events as possible.

ANNOUNCEMENTS

DATE OF NEXT MEETING – SEPTEMBER 28, 2023

President Morton asked that Mr. Cherry come forward and presented him a plaque for his service as Board Chairman for the past 2 years.

Mr. Cherry thanked all of the board members, President Morton, Michelle Lee, Susan Porter and Jennifer Edwards for their support.

Meeting adjourned at 6:15pm.

James P. Morton President/Secretary

Michelle S. Lee, Recording Secretary

/ml

INTRODUCTIONS AND RECOGNITIONS**New Hires**

Full Name	Job Title	Hire Date
Goalder, Lauren	Student Recruiter & Enrollment Specialist	07/17/2023
Durant, Michael	Mail Clerk, Shipping & Receiving	07/17/2023
Westmoreland, Sydney	Office Coordinator, Foundation	07/24/2023
Doyle, Mary	Student Record Specialist	07/31/2023
Sisomphone, Korick	Project Advisor, Upward Bound	07/31/2023
Dixon, Crystle	Alumni & Donor Relations Coord	08/07/2023
Lewis, Ruth	Teacher, Childcare Development Center	08/14/2023
Ambrose, Tanya	Computer Technician, ITS	08/15/2023
Doucet, Peter	Radiography Clinical Coordinator	08/15/2023
Manning, Christina	Assistant Director, Drop-In Child Care Center	08/15/2023
Wozniak-Spencer, Sharon	Instructor, Art	08/15/2023
Hernandez, Terrence	Instructor, Information Technology	08/15/2023
Morago, Brandon	Instructor, Cyber Security IT	08/15/2023
Stephens, Charisse	Instructor, Chemistry	08/15/2023
Shaw, Derrick	Instructor, Information Technology - Cyber Crime	08/15/2023
Gray, Michael	Instructor, Emergency Medical Science - Paramedic	08/15/2023
Barrios Cruz, Rafael	Instructor, Automotive Customizing Technology	08/15/2023
Winesette, Tina	Instructor, Early Childhood Education	08/15/2023
DeLillo, Marie	Instructor, Licensed Practical Nursing	08/15/2023
Shields, Chelsea	Instructor, Biology	08/15/2023
Weinthal, Elliott	Instructor, Biology	08/15/2023
Barber, DeErica	Instructor, Psychology	08/15/2023
Brabrand, Ryan	Human Services Tech - Mental Health Instructor	08/15/2023
Stearns, Bobby	Instructor, Diesel and Heavy Equipment Technology	08/15/2023

Lopez, Nicholette	Instructor, Spanish	08/15/2023
Horner, Natalie	Instructor, Radiography	08/15/2023
Warmingham, Amy	Human Services Tech - Substance Abuse Instructor	08/15/2023
Wells, Randall	Program Director, Early Childhood Education	08/15/2023
Moretto, Christine	Lead Teacher, Drop-in Child Care Center	08/28/2023
Holtvoigt, James	Instructor, ADN Level I	09/05/2023
Johnston, Jacqueline	HR Business Partner	09/05/2023
Richard, Seth	EWD Instructor, Electricity/Electronics	09/11/2023

Changes

Full Name	Job Title	Hire Date
Schurer, Eric	Academic Advising Center Advisor, Title III Grant	07/17/2023
McNamara, Lucinda	Dean, University Transfer and Partnerships	07/26/2023
Kuz-Grady, Anastasia	Instructional Support & Design Coordinator	08/01/2023
Dixon, Michael	Provost, North Campus	08/14/2023
McClammy, Sandra	TFT Humanities Instructor	08/15/2023
Albert, Harry	TFT Instructor, Math	08/15/2023
Donohoe, Sean	Career Case Manager, Pathway Home 2 Grant	08/28/2023
Wilson, Melanie	Environmental Tech, North Campus	09/01/2023
Page, Kayla	Director Learning Resource Center	09/01/2023
Seino, Ken	Director, Learning Lab	09/01/2023
Smedley, Elisabeth	Director of Counseling and Accessibility Services	09/01/2023
Anthony, Shelly	Interim Program Director, Early Childhood Education	09/01/2023
Branner, John	Department Chair, Applied Technologies	09/11/2023

Employees Leaving the College

Full Name	Job Title	Last Day
Brown, Jeremy	Instructor, Computer Integrated Machining	05/12/2023

Butler, Zackery	Instructor, Sociology	05/12/2023
Richey, Darius	Environmental Technician	07/24/2023
Shrader, Michaela	Teacher, CDC	07/28/2023
Ayala, Christine	Records Specialist	07/31/2023
Scollins, Toni	Instructor, ADN Level I	08/03/2023
Norris, Sharon	Instructor, ADN Level II	08/03/2023
Molina, Sarah	Coordinator, EWD – Career Services	08/11/2023
Levine, Carolyn	Director, Accessibility/Disability	08/11/2023
Lee, Henry	Institutional Researcher & Accreditation Assistant	08/11/2023
Bolstad, Stephanie	Career Counselor, Academic Advising	08/17/2023
Moore, Robert	Elec. App Instructor – EWD	08/18/2023
Wells, Randall	Program Director, Early Childhood Education	08/31/2023
Young, Frankie	Lead Teacher, CDC	09/01/2023
Gates, Jessica	Lead Teacher, CDC	09/08/2023

Retirements

Full Name	Job Title	Retirement Date
Clemmons, Valeria	Director, Grant Development	08/01/2023
Bergh-Cook, Marie	Program Director, Early Childhood Education	09/01/2023
Cutler, Susan	Program Director, Dental Assisting	09/01/2023
Causey, Deborah	Event and Meeting Manager	09/01/2023

CHAIR'S REPORT

Ethics Training

Public servants must participate in an ethics and lobbying presentation within six (6) months of their election, reelection, appointment, or employment. If you have not satisfied your educational requirements, please make arrangements to do so. Ethics Training must be completed every two years.

The list of scheduled upcoming training sessions is listed at <https://ethics.nc.gov/seis/regular-filers> Online Ethics Training is now available through this website. Please contact Michelle Lee at 910-362-7555 if you have any questions regarding this training.

NCACCT

Attended the NCACCT Leadership Seminar held at Hotel Ballast with President Morton and several Trustees August 30-September 1.

Commencement

Commencement was held August 4 at the Wilson Center with approximately 135 students walking in the ceremony. A total of 509 students earned credentials.

PRESIDENT'S REPORT

Student Drop-In Childcare

In August, CFCC began offering free drop-in childcare services to all enrolled students. CFCC is the first community college in North Carolina to offer this service to its students. By eliminating financial barriers, we hope to empower our students to pursue their educational goals without compromising their responsibility as a parent. This valuable new service was made possible through the assistance of a \$250,000 grant from the New Hanover Community Endowment and a generous gift from Dr. and Mrs. Martin Meyerson. The drop-in childcare program will be available from 7:30 a.m. to 5:30 p.m., accommodating students' class schedules.

Enrollment and FTE

The fall semester is starting off strong. CU enrollment is unofficially up 4 percent while CEWD enrollment is up 8 percent, compared to last year. CU FTE had a rise of 5 percent, which is a great start.

CFCC Career Academies

The Career Academy Camps were very successful with 300 hundred middle school students from New Hanover and Pender counties. The students participated in hands-on activities in numerous CFCC programs that presented valuable opportunities for the future.

American Jail Association

CFCC is the official pilot test site for the American Jail Association (AJA) courses. Through this partnership, CFCC will host and facilitate pilot test courses designed by the AJA, offering a unique opportunity for aspiring and current correctional officers, jail administrators, and law enforcement personnel from any agency in the United States. This pilot test initiative aims to evaluate and refine the course content, ensuring relevance and effectiveness in addressing the evolving challenges of the corrections industry.

CFCC Nursing Program

The CFCC Associate Degree Nursing (ADN) program has been ranked number one, for the fourth consecutive year, in the NursingProcess.org Best Nursing Schools in North Carolina Offering ADN Programs - 2023 rankings list. The CFCC ADN program ranked first among the state's 90 RN (ADN/ASN) programs. NursingProcess.org analyzed all 90 Schools in North Carolina offering nursing education to develop the list of the best schools for associate degree programs in nursing.

President's Awards and Marilyn Goodman Anderson Award Winners

The winners of the President's Awards and the Marilyn Goodman Anderson Award were announced during the In-Service program August 16.

Marilyn Goodman Anderson Award

The Marilyn Goodman Anderson Award for excellence in teaching was awarded to Robin Hardin, English Instructor.

President's Award for Staff

The President's Award for staff was awarded to Jeannie Jordan, Senior Executive Assistant, Student Services.

President's Award for Faculty

The President's Award for a faculty member was awarded to Alvin Coleman, Geology Instructor.

Block Eat Ribbon Cutting

A ribbon cutting for Block Eat was held September 19 at the North Campus. Block Eat is a collaboration between CFCC's Small Business Center and Genesis Block to bring a food hall and commissary to the North Campus. Block Eat not only offers food options to employees and students at the North Campus, it helps local and diverse owned businesses lower their start-up costs and provides mentoring and support for the entrepreneurs.

New Student Orientation

CFCC's new student orientation events had a very successful turnout. Approximately 1,000 new students and their guests participated in the orientation held August 8 at the Downtown Campus and August 10 at North Campus. Student Services hosted the event and had over 25 vendors for students to visit for information. Parents were given a welcome session as well. Students were able to take tours of the campus, learn about SGA, PTK, and other opportunities. Students were able to participate in social media videos that were posted on CFCC's popular social media accounts. This past year CFCC received student enrollment applications from 1,990 different high schools from all 50 states.

In-Service

In-Service was held August 16 for faculty and staff. A variety of professional development workshops were offered as well as a health and wellness fair.

NCACCP

Attended the NCACCP Summer Conference in Greenville, NC, July 26-28.

CFCC Small Business Center

The Small Business Center (SBC) achieved the highest overall impact in the state for business startups. In FY 2022-2023, the SBC assisted in establishing 43 businesses in New Hanover and Pender Counties. This recognition underscores the center's commitment to driving economic development, innovation, and job creation within the region.

Patriot Day Remembrance Ceremony

On Monday, September 11 at 8:30 am, CFCC held a Patriot Day Remembrance Ceremony. The ceremony was held at the 9/11 memorial located at the front of the Safety Training Center at CFCC's North Campus.

Wilmington Biz Power Breakfast

Attended the quarterly Wilmington Biz Power Breakfast on September 12 with Trustees Bill Cherry, Deloris Rhodes, Zander Guy, Robby Collins, and various members of CFCC senior staff.

The panel discussion focused on the future of the city of Wilmington candidates for Wilmington City Council and Mayor Bill Saffo.

Pender County Board of Education Proclamation

Pender County Schools Superintendent, Dr. Breedlove, along with the Pender County Board of Education gave recognition to President Morton for CFCC's partnership and commitment to Pender County Schools at the Pender County Board of Education meeting held September 12. Board Chair, Mr. Ken Smith, expressed gratitude for CFCC working diligently with the many initiatives for Pender County students. Trustee Zander Guy was also in attendance for the presentation as CFCC's Trustee representative for Pender County.

Chat with the President

Continue to offer Chat with the President to give staff and faculty the opportunity to meet and talk with President Morton in a small group setting.

2023 LatinX Fellow

Jocelinne Perfecto, CFCC Latino Outreach Coordinator, has been selected as a 2023 LatinxEd Fellow. Jocelinne will join 13 other Latinx leaders from across North Carolina to engage in leadership development in order to further develop and advance education equity and opportunity in North Carolina. LatinxEd is a nationally recognized organization committed to advancing educational opportunities for the Latinx community.

Hunt Institute Cohort

Participated on a panel for the Hunt Institute Cohort meeting held September 11. The session was focused on higher education and was comprised of a bipartisan group of local leaders, including county commissioners, school board members, mayors, and other community leaders who have demonstrated the potential to be effective, equity-minded education policymakers.

Business and IT Career Fair

CFCC hosted a Business and IT Career Fair on September 20 at the North Campus. The fair was open for students and community members as it offered a platform for job seekers to connect with prospective employers from diverse companies.

CFCC's Apprenticeship Partnerships

CFCC is now collaborating with over 100 local businesses to offer fifteen different apprenticeship opportunities. CFCC continues to partner with employers to equip students with practical skills and real-world experience for opportunities in their chosen career field. This semester we have registered an additional 320 students in the apprenticeship program.

CFCC Foundation Audit

Foundation audit was completed by Sharpe Patel, PLLC and no findings were reported.

NHC Endowment

Submitted several applications to the NHC Endowment surrounding Health and Human Services (Nursing), CTE and CE Workforce Development, and student support services.

Blanket Travel for President

James Morton, President of Cape Fear Community College, is hereby authorized to engage in college-related travel for 2023-2024 from one campus to another, to off-campus locations throughout the service area, to various in-state and out-of-state meetings, functions and conferences.

COMMITTEE REPORTS

FACILITIES & EQUIPMENT COMMITTEE

New Hanover County Capital Outlay

New Hanover County Capital Outlay Projects 2022-2023 Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status and Estimated Completion Date
1	L Building Roof Replacement	\$ -	\$ 753,967.00	\$ 9,353.39	\$ 763,320.39	\$ 935,800.00	\$ 172,479.61	Construction Estimated Completion September 2023
2	N Building Roof & Lab Hood Exhaust Fan Replacement	\$ 39,062.00	\$ 219,980.00	\$ 6,805.20	\$ 437,103.97	\$ 402,000.00	\$ (35,103.97)	Roof Portion complete. Lab Hood and Fan replacement starting.
4	NA & NB Building Chiller Plant Replacement	\$ -	\$ 529,257.00	\$ -	\$ 529,257.00	\$ 415,000.00	\$ (114,257.00)	Pump and valve change outs underway, chillers in production & will be completed Q4 2023
Completed Projects						\$ 334,200.00	\$ (23,118.64)	
Category Totals						\$ 2,087,000.00	\$ 0.00	

New Hanover County Capital Outlay Projects 2023-2024 Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status and Estimated Completion Date
1	NA/NB Building Chiller Plant Replacement - 2nd Set, 1 at each				\$ -	\$ 650,000.00	\$ 650,000.00	Pricing
2	NB Boiler Replacement 2021 - Update to Condensing Boiler				\$ -	\$ 160,000.00	\$ 160,000.00	Soliciting Design Engineer
3	S Building Exterior Waterproofing Project to include A Building Connector				\$ -	\$ 500,000.00	\$ 500,000.00	Developing scope in house
4	K Building Roof Upgrades				\$ -	\$ 60,000.00	\$ 60,000.00	Pricing
5	NC Commercial & Residential Burn Buildings Gas System & Computer				\$ -	\$ 550,000.00	\$ 550,000.00	Pricing
Category Totals						\$ 1,920,000.00	\$ 1,920,000.00	

Wilson Center Multipurpose Addition

WA Building - Wilson Center Multipurpose Addition Project - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status
1	WA Building - Wilson Center Multipurpose Addition	\$213,000.00	\$3,226,453.00	\$75,932.00	\$3,515,385.00	\$3,515,385.00	\$0.00	Construction

State Capital Improvement Infrastructure Funds (SCIF)

G Building Renovation - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status
1	G Building Renovation	\$50,200.00	\$1,020,500.00	\$829,300.00	\$1,900,000.00	\$1,900,000.00	\$0.00	Under Construction - Completion March 2024

L Building 2nd Floor Interior Renovation - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status
1	L Building 2nd Floor Interior Reno	\$261,200.00	\$2,574,915.00	\$63,870.00	\$2,899,985.00	\$2,899,985.00	\$0.00	Design

HHS Building Renovation Phase I

HHS Building Health & Human Services Renovation Phase 1 (319 N. 3rd St.) - Status Summary Report								
		Encumbrances - Subtotals						
Item	Project	Design	Construction	Owner	Total Encumbrance	Budget	Remaining	Status
1	HHS Bldg. Health and Human Services - 319 N. 3rd St. Renovation Phase 1	\$208,229.60	\$1,790,770.40	\$923.00	\$1,999,923.00	\$1,999,923.00	\$0.00	Under Construction - Completion 12/2023

FINANCE COMMITTEE

State Budget Revision

CAPE FEAR COMMUNITY COLLEGE	
State Budget Revision Report for Fiscal 2023 - 2024	
Allocation Description	July - Aug
Customized Training Allocation for CloudWyze	7,750
Customized Training Allocation for Vantaca	8,058
Customized Training Allocation for Edge-Works Manufacturing Company	550
Customized Training Allocation for GAF - Burgaw	10,680
Longleaf Commitment (Student Support Services - GEER Funds) - Carryforward	15,959
Summer Accelerator Grant Program - Carryforward to FY 23-24	15,876
Unexpended Budget Stabilization - Carryforward to FY 23-24	691,798
Career Academies for At-Risk Students - Carryforward to FY 23-24	30,795
Finish Line Grants - Carryforward to FY 23-24	20,737
Finish Line Grants - EANS (Emergency Assistance for Non-Public Schools)	37,200
Total Additional Allocations	839,403

County Budget Summary

NEW HANOVER & PENDER COUNTY BUDGET - CAPE FEAR COMMUNITY COLLEGE

EXPENDITURES AND RECEIPTS FOR THE CALENDAR MONTH OF AUGUST 2023

	County Budget Allotment for Year	Actual Expenditures This Month	Actual Expenditures This Year	Budget Balance This Year	% of Budget Expended
Institutional Support	1,312,288.00	37,443.57	84,360.15	1,227,927.85	6.43%
Plant Operation	7,999,191.00	679,698.18	1,357,889.08	6,641,301.92	16.98%
Plant Maintenance	3,281,965.00	349,919.28	542,918.59	2,739,046.41	16.54%
Total: CURRENT EXPENSE	12,593,444.00	1,067,061.03	1,985,167.82	10,608,276.18	15.76%
Buildings & Grounds	3,243,492.00	362,253.98	479,318.98	2,764,173.02	14.78%
Equipment	0.00	0.00	0.00	0.00	0.00%
Total: CAPITAL OUTLAY	3,243,492.00	362,253.98	479,318.98	2,764,173.02	14.78%
GRAND TOTAL	15,836,936.00	1,429,315.01	2,464,486.80	13,372,449.20	15.56%

ADMINISTRATIVE AND PERSONNEL COMMITTEE

STUDENT HANDBOOK PROPOSED POLICY

Ethical Recruitment of Student Veterans Policy

Ethical Recruitment of Student Veterans Policy

Description/Purpose

Cape Fear Community College strives to be an institution of high integrity and is committed to ensuring that recruitment and enrollment activities conducted at the college promote such an environment. The purpose of this policy is to ensure compliance with federal laws and regulation in order to prevent and eliminate fraudulent and aggressive recruitment of students (including but not limited to students using Veterans Affairs (VA) and Department of Defense (DoD) education benefits) to the college.

Scope

All departments, employees, and agents of Cape Fear Community College must comply with this policy.

Policy Statement

Cape Fear Community College ensures compliance with Program Integrity Rules consistent with federal regulations (34 C.F.R. 668.71-668.75 and 668.14) and the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU) regarding restrictions on misrepresentation, recruitment, and payment of incentive compensation.

The college and its agents, including third party lead generators and marketing firms, will:

1. Ban inducements, including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item having a monetary value of more than a de minimis amount, to any individual or entity, or its agents including third party lead generators or marketing firms other than salaries paid to employees or fees paid to contractors in conformity with all applicable laws for the purpose of securing enrollments of Service members or obtaining access to tuition assistance funds. Educational institution sponsored scholarships or grants and tuition reductions available to military students are permissible.
2. Refrain from providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including tuition assistance funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance. These restrictions do not apply to the recruitment of foreign students residing in foreign countries who are not eligible to receive Federal student assistance.

Tuition Sharing: The U.S. Department of Education generally views the payment based on the amount of tuition generated as an indirect payment of compensation based on success in

recruitment and therefore a prohibited basis upon which to measure the value of the services provided. This is true regardless of the manner in which the entity compensates its employees.

However, the Department does not consider payment based on the amount of tuition generated by an institution to violate the incentive compensation ban if that payment compensates an unaffiliated third party that provides a set of services that may include recruitment services. The independence of the third party (both as a corporate matter and as a decision maker) from the institution that provides the actual teaching and educational services is a significant safeguard against the abuses the Department has seen heretofore. When the institution determines the number of enrollments and hires an unaffiliated third party to provide bundled services that include recruitment, payment based on the amount of tuition generated does not incentivize the recruiting as it does when the recruiter is determining the enrollment numbers and there is essentially no limitation on enrollment.

As a Title IV institution, the college remains responsible for the actions of any entity that performs functions and tasks on its behalf. These responsibilities include ensuring that employees are not paid for services that would convert these payments into prohibited incentive compensation because of the activity the employees engage in.

3. Refrain from high pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments.

Guidance

The U.S. Department of Education (DOE) has issued guidance on the prohibition on incentive compensation that includes FAQs and examples, including examples of activities that are subject to the prohibition and those that are exempt, and the types of payments that are considered forms of incentive compensation and those that are not. This guidance is available on the DOE's website at <https://www2.ed.gov/policy/highered/reg/hearulemaking/2009/compensation.html>

(<https://www2.ed.gov/policy/highered/reg/hearulemaking/2009/compensation.html>).

Sources

34 C.F.R. 668.71-668.75 and 668.14; Department of Defense Memorandum of Understanding; Federal Student Aid Program Participation

Agreement; NACAC's Code of Ethics and Professional Practice

FACULTY AND STAFF HANDBOOK POLICY REVISION

SECTION VIII – Instruction

8.1 Responsibilities of Faculty

The College's faculty is responsible for the development and delivery of quality instructional programs, content, and experiences. Faculty responsibilities also include:

- Supporting the College's initiatives to recruit, retain, and graduate students
- Promoting awareness of the College's curriculum and Economic & Workforce Development programs
- Engaging in professional development activities
- Building and maintaining partnerships with community stakeholders in support of academic programs
- Contributing to the College's strategic planning and institutional effectiveness processes
- Serving on the College's standing committees and working groups as assigned

8.2 Faculty Assignments

Department/program chairs and their instructional deans will create faculty schedules based on the College's academic programming needs and student success considerations. Specifically, these needs and considerations will determine assigned courses, modes of instructional delivery, locations of instructional delivery, scheduling of instruction, textbook selection, and section capacity.

All full-time faculty instructional loads must include in-person classroom instruction each semester as determined by the college.

Teaching Loads

8.3 Curriculum Teaching Loads

In general, full-time instructors will be assigned an instructional load of 18 semester credit hours or 25 weekly contact hours (whichever threshold is met first) or its equivalent based on a 16-week academic semester. The College President may authorize increases to full-time instructional loads as needed to address programming requirements. Such increases **and/or decreases** may apply to all areas of instruction or to specific programs. Instructors who are assigned an instructional load beyond the guidelines established above may receive additional compensation. In such cases, instructors will receive temporary part-time instructional contracts prorated for the credit or contact hours exceeding the general full-time load of 18 semester credit hours or 25 weekly contact hours or its equivalent based on a 16-week academic semester **or as established by the College President**. For further information on work hours, please visit **Section 5.16- 5.17 and 5.17 5.18 Employee Work Schedules**.

8.4 Course Overload/Reductions for Faculty

To ensure that course quality and integrity remain high and that other required duties and responsibilities are met, the College has an interest in ensuring that an instructor does not take on an excessive amount of work. Overload in moderation for capable and willing full-time faculty can offer an advantage for students including continuity in course content and full-time faculty availability to students.

Because of the great diversity of teaching methods, credit hour values per course, and duration of courses, overloads will be measured in contact hours per semester, fall and spring semesters for 9-month faculty and fall, spring and summer semesters for 12-month faculty and staff. The total overload shall be no more than two courses, per semester. Any exceptions will require the written approval of the appropriate senior level administrators.

Any exceptions that exceed the amount of overload referenced above will need to be submitted via the Full-Time Workload Exception Form via the College's electronic form and approval system. The Full-Time Workload Exception Form must be approved prior to the beginning of class. Instructors may not apply the instructional hours for which they receive additional compensation to the calculation of their required ~~on-campus~~ **service*** and office hours.

Instructors may be assigned a reduced instructional load in order to support College needs such as supplemental instruction and academic tutoring, new course and program development, student clubs and activities, program accreditation requirements, and academic assessment activities. Any reduction in a full-time instructor's assigned load must receive prior approval from the instructor's appropriate senior level administrator(s) ~~Divisional dean, Vice President for Academic Affairs, Vice President of EWD and the President~~, to include program director and/or department chair, divisional Dean, and the appropriate Vice President/Provost. Program Directors may be eligible for course load reductions as required by accrediting agencies and/or external review boards.

8.5 Full-time Staff Teaching Load

Full-time staff will be allowed to teach 2 courses per semester outside of their current position. Full-time staff teaching during regular work hours will not be permitted and could be grounds for dismissal.

Any exceptions that exceed the amount of overload referenced above will need to be submitted via the Full-Time Workload Exception Form via the College's electronic form and approval system and approved prior to the beginning of class.

8.6 Absences

Absences from the campus during the faculty member's scheduled hours must be cleared with the appropriate department chair/director (or designee). Faculty members are expected to make arrangements in advance with the appropriate department chair/director (or designee) for any absences from regularly assigned duties. The department chair/director (or designee) will notify the appropriate Dean. In case of emergencies, or unavoidable absences, instructors are required to call in and report such directly to the appropriate department chair/director (or designee). If the department chair/director (or designee) is unavailable, the instructor should talk with the appropriate Dean.

Faculty must follow the guidelines set forth in ~~5.42 5.43, 5.46 5.45, and 5.47~~, and 5.48 to document any time missed.

**Service hours and college needs are defined as, but are not limited to: supplemental instructions and academic tutoring, new course and program development, student clubs and activities, program accreditation requirements, academic assessment activities, committee assignments, cultural and educational events.*

Any class time that is missed due to an absence must also be documented in the attendance recording system and make-up documentation must be provided to the ~~department chair/director~~ Registrar's office spreadsheet.

FACULTY AND STAFF HANDBOOK PROPOSED POLICY

1C SBCCC 200.100 PAID PARENTAL LEAVE

- (a) For the purpose of this Section, the following definitions shall apply.
- (1) “Child” means a newborn biological Child or a newly-placed adopted, foster or otherwise legally placed Child under the age of 18, whose Parent is an eligible employee.
 - (2) “Parent” means:
 - (A) the mother or father of a Child through birth or legal adoption; or
 - (B) an individual who cares for a Child through foster or other legal placement under the direction of a government authority.
 - (3) “Public safety concern” means a significant impairment to the agency’s ability to conduct its operations in a manner that protects the health and safety of North Carolinians.
 - (4) “Qualifying event” means when an employee becomes a Parent to a Child.
- (b) Relationship to Other Sections and Policies.
- (1) This Section states the terms and conditions only for paid parental leave that is provided under G.S. 126-8.6 and for colleges who are required to adopt Sections and policies that are “substantially equivalent” to those promulgated by the NC Office of State Human Resources.
 - (2) The paid parental leave provided under this Section is in addition to any other leave authorized by State or federal law. Nothing in this Section shall prohibit a college, if authorized, from providing paid parental leave in amounts greater than as required by this Section.
- (c) Eligibility for Paid Parental Leave.
- (1) Employees who become Parents via childbirth, adoption, foster care, or another legal placement are eligible for Paid Parental Leave if:
 - (A) Employee is in a permanent, time-limited, or probationary appointment. Temporary employees are not eligible for Paid Parental Leave under this Section.
 - (B) At the time of the qualifying event, the employee meets each of the following conditions:

- (i) For the immediate 12 preceding months, the employee has been employed without a break in service, as defined by 25 NCAC 01D .0114, by the State of North Carolina in a permanent, time-limited, or probationary appointment.
 - a. Periods of worker’s compensation or short-term disability months preceding the qualifying events do not make the employee ineligible for Paid Parental Leave.
 - b. Periods of leave without pay, as defined in 25 NCAC 01E .1100, shall not constitute a break in service.
 - (ii) The employee has been in pay status with the State of North Carolina for at least 1,040 hours during the previous 12-month period becoming eligible for Family and Medical Leave.
 - a. Exhaustion of Family and Medical Leave does not affect eligibility for Paid Parental Leave.
- (d) Leave Available to Full-Time Employees.
 - (1) Full-time employees eligible for Paid Parental Leave under this Section may take, in their discretion, up to the following amounts of leave:
 - (A) Eight weeks of paid leave after a parent gives birth to a child.
 - (B) Four weeks of paid leave after any other qualifying event.
 - (2) Each week of paid parental leave under this Section shall result in compensation at 100% of the eligible employee’s regular, straight-time weekly pay excluding shift differential, premium pay, or overtime.
- (e) Leave Available to Part-Time Employees.
 - (1) Part-time employees (regardless whether they work half-time or more) shall receive Paid Parental Leave under this Section if the employee meets all other requirements for eligibility.
 - (2) Part-time employees eligible for Paid Parental Leave under this Section may take, in their discretion, a prorated leave amount of:
 - (A) Four weeks of paid leave after a Parent gives birth to a Child.
 - (B) Two weeks of paid leave after any other qualifying event.
 - (3) Each week of Paid Parental Leave under this Section shall result in compensation at 100% of the eligible employee’s regular, straight-time weekly pay excluding shift

differential, premium pay, or overtime.

(f) Use of Other Leave.

- (1) The Paid Parental Leave provided under this Section shall not be counted against or deducted from the employee's sick, vacation, or other accrued leave. The Paid Parental Leave provided under this Section is in addition to any other leave authorized by law, Section, or policy. Whether an employee has exhausted Family and Medical Leave does not affect eligibility for Paid Parental Leave under this Section.

(g) Requesting Use of Paid Parental Leave.

- (1) Eligible employees may take Paid Parental Leave in one continuous period or may take intermittent use of Paid Parental Leave. Requests for intermittent use of Paid Parental Leave are subject to the agency's approval as stated in Paragraph (4) of this Section.
- (2) Whenever possible, eligible employees shall notify their agency at least 10 weeks in advance of their intention to use Paid Parental Leave. Employees may withdraw their request for Paid Parental Leave at any time.
- (3) Absent unusual circumstances, the employee shall be required to comply with agency leave request procedures.
- (4) The agency shall not deny, delay, or require intermittent use of Paid Parental Leave to employees who gave birth and seek to use Paid Parental Leave in one continuous period.
- (5) For all other employees, the agency may delay providing Paid Parental Leave or may provide Paid Parental Leave intermittently if it determines that providing the leave will cause a public safety concern. For example, the extension of Paid Parental Leave to an eligible employee who did not give birth may constitute a Public Safety Concern if:
 - (A) Providing the Paid Parental Leave would result in agency staffing levels below what is required by federal or state law to maintain operational safety; or
 - (B) Providing the Paid Parental Leave may impact the health or safety of staff, patients, residents, offenders, or other individuals the agency is required by law to protect; and
 - (C) The agency has been unable to secure supplemental staffing after requesting or diligently exploring alternative staffing options.
- (6) If the agency determines that it must delay Paid Parental Leave, or make Paid Parental Leave intermittent, because of a public safety concern under Paragraph of this Section,

the agency shall provide Paid Parental Leave as soon as practical following the Qualifying Event.

- (7) If both Parents are eligible employees, each may receive Paid Parental Leave. Both Parents may take their leave simultaneously or at different times, pending no Public Safety Concern.
- (h) Leave Usage.
- (1) Paid Parental Leave may be used only once for a Qualifying Event within a 12-month period. The fact that a multiple birth, adoption, or other legal placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of Paid Parental Leave granted for that event.
 - (2) Unused Paid Parental Leave is forfeited 12 months from the date of the Qualifying Event.
 - (3) Paid Parental Leave shall not accrue or be donated to another employee.
 - (4) Employees shall not be paid for the leave provided by this Section upon separation from the employer. The leave provided by this Section shall not be used for calculating an employee's retirement benefits and shall not accrue or be donated as voluntary shared leave.
 - (5) Leave usage must be recorded in the same required increments as all other time.
 - (6) If the employee requires leave before the actual birth or adoption due to medical reasons or to fulfill legal adoption obligations, other available leave balances shall be utilized in accordance with the agency's leave policies. Paid Parental Leave shall not be used prior to the Qualifying Event.
- (i) Expiration.
- (1) This temporary rule expires on the effective date of the permanent rule adopted to replace this temporary rule.

*History Note: Authority G.S. 115D-D and G.S. 126-8.6; Temporary
Amendment Eff. [July 1, 2023](#)*

SGA REPORT

- I. Thank you, and good afternoon, everyone. The CFCC Student Government Association sends their greetings and thanks you deeply for your continued support.
- II. I would like to introduce to you all our student Public Information Officer, Will Siemon.
- III. We had our first SGA General Assembly on September 5th. Our four executive officers were introduced, and the meeting was very well attended by eight senators and several representatives from various clubs and organizations on campus such as Phi Theta Kappa honor society, the Nixon Leaders Center, the nursing club CFANS, the Veterans club, Marine Tech club, and others. Each officer and senator introduced themselves and their overall goal for what they want to achieve while being in their position, with almost every student stating the same desire to improve CFCC student involvement and life. To this end, we discussed upcoming events on campus, mental health services (especially for Suicide Awareness Month), and the Sea Devil Food Pantry.
- IV. All of our officers and a few of our senators signed up to each volunteer at the food pantry at least an hour a week as part of our service to the student body. We are working to recruit more student volunteers to enable us to be open for longer periods of time throughout the week.
- V. Student clubs also reported to SGA at our general meeting. Our clubs are currently planning many different events and opportunities for students, including PTK's Honors In Action project, Marine Tech's weekly cleanups, and the CFANs Nursing Club offering health services to the homeless. We also processed the application for a new club, part of the National Alliance on Mental Illness (or NAMI).
- VI. We partnered with the American Red Cross to organize a blood drive on campus on September 13th, which was very successful. We had set a goal to collect 19 units of blood, and we exceeded this goal by over 50%, with the total collected being 30 units.
- VII. On September 16th, a few of our officers and senators attended the North Carolina Comprehensive Community College Student Government Association Fall divisional meeting, which was held at Johnston Community College. We participated in officer round tables and workshops alongside representatives from all over Eastern North Carolina. We discussed the challenges facing students in their daily lives, including transportation, mental health, food insecurity, and childcare, and how to support them in such issues. Cape

Fear was recognized for our new childcare center, which again is one of the first of its kind and certainly the only one in our region. We toured the Johnston CC campus, getting to see places like their esports room and various student services. Overall, it was an excellent experience to gather ideas and information for our own student body.

- VIII. We will be attending the N4CSGA Fall conference in Rocky Mount, which will be held November 3-5. This will be another great opportunity to represent Cape Fear and learn how to improve our service to the community college students of North Carolina.
- IX. This week, September 25-28, SGA hosted Constitution week at CFCC. We volunteered with a table in the Union Station lobby for a couple hours each day, celebrating civic duty and encouraging student involvement in the community both on and off campus.
- X. So far, I'm very impressed with the team that is involved in Student Government this year and looking forward to what the 2023 to 24 school year holds.

FACULTY ASSOCIATION REPORT

The CFCC Faculty Association held its first regular meeting of the FALL 2023 semester on Tuesday September 5. Forty-seven faculty members attended, both in person and virtually. The following issues were discussed and highlighted during the meeting.

- 1. Updates on the state budget were offered and discussed.**
- 2. Logan Thompson updated faculty on the adjunct teaching award.**
- 3. The 8-point CFCC grade scale was discussed.**
- 4. Concerns about the use of AI generated plagiarism were discussed at length.**

The Faculty Association would like to highlight individual instructor contributions to campus enrichment, as well as a singular department, during the bi-monthly BOT meeting. The intention is to make the board aware of the talent, professionalism, and dedication of the more than 1300 educators who work for Cape Fear Community College. For this meeting our departmental highlight will focus on the contributions of our English faculty.

The new Secretary for the FA is Robyn Brown. Robyn teaches sociology for Cape Fear Community College and is one of the most energetic, passionate, and intelligent young faculty members working at the college. The Association thanks Ms. Brown for her willingness to serve in this role and we look forward to her many contributions.

Update on salary (Raleigh closing in on final numbers for compensation of state employees)

As mentioned in May, the Faculty Association remains committed to addressing the issue of compensation. Our salary committee will meet for the first time tomorrow to discuss ways in which we can better advocate for our students and ourselves with regards to funding and compensation. I look forward to sharing the results of these efforts with the board at future meetings.

The association held its first social on Friday September 15 at Hi-Wire Brewing. About 25 faculty members attended. More activities and socials are being planned throughout the rest of the academic year.

FOUNDATION REPORT

July 15 – September 19, 2023

2023-2024 year-to-date revenue: \$366,820.41 (37% increase over YTD 2022)

Fundraising Report as of September 19, 2023

Notable Gifts

- \$100,000: new endowed scholarship from Dr. Ed and Mrs. Bonnie Ricciardelli
- \$14,000: support of drop-in childcare center from the Babies Hospital Foundation
- \$10,000: support of existing annual scholarships from the Wilmington Police Recreation Association
- \$10,000: total raised for new Darius Brunson Memorial Scholarship from his parents, family, and friends
- \$6,000: for existing endowed scholarship from Mr. Dan Martin III
- \$5,000: for existing endowed scholarship from Mr. and Mrs. Chip Jones
- \$5,000: for completion of \$25,000 corpus for Carol Lemley Montgomery Endowed Scholarship from Lt. Col. Mac Montgomery (Ret)
- \$5,000: for existing endowed scholarship from Dr. Henry Pierpan
- \$5,000: for athletics program from Carolina Cove Wilmington

New Scholarships

- Bonnie and Edward Ricciardelli Endowed Nursing Scholarship: supports nursing students (ADN) with financial need, with a preference for single mothers and underrepresented students
- Darius Brunson Memorial Scholarship: supports students in Culinary Arts with 2.5 GPA or higher, from New Hanover, Pender, or Brunswick County – funded by family and friends of CFCC alumnus
- Rotary Scholars: supports students in any field of study who have maintained a B average, with a preference for students who (at any time) attended Williston Middle School
- Rotary Film Scholars: supports students in Film and Video Production Technology who have maintained a B average in high school
- Progression Towards Excellence Scholarship: supports students in the Marine Technology program with financial need who have made significant progress in the program, as determined by their instructor(s) – funded by CFCC alumnus
- Joseph Cleveland Herring Memorial Scholarship: supports students in the Radiography or Welding programs – funded by CFCC alumnae

Upcoming Fundraising Efforts

- Holiday Helpers: to support students who have children with gift cards over the holidays to purchase food, presents, etc. for their families
- Nursing Program Support: to support CFCC's growth plans of Nursing Program and increase retention of students through emergency funding, monthly stipends, etc.

ANNOUNCEMENTS

DATE OF NEXT MEETING – November 15, 2023